Ministry of Labour

e - Forms User Manual

(Create New PRO)

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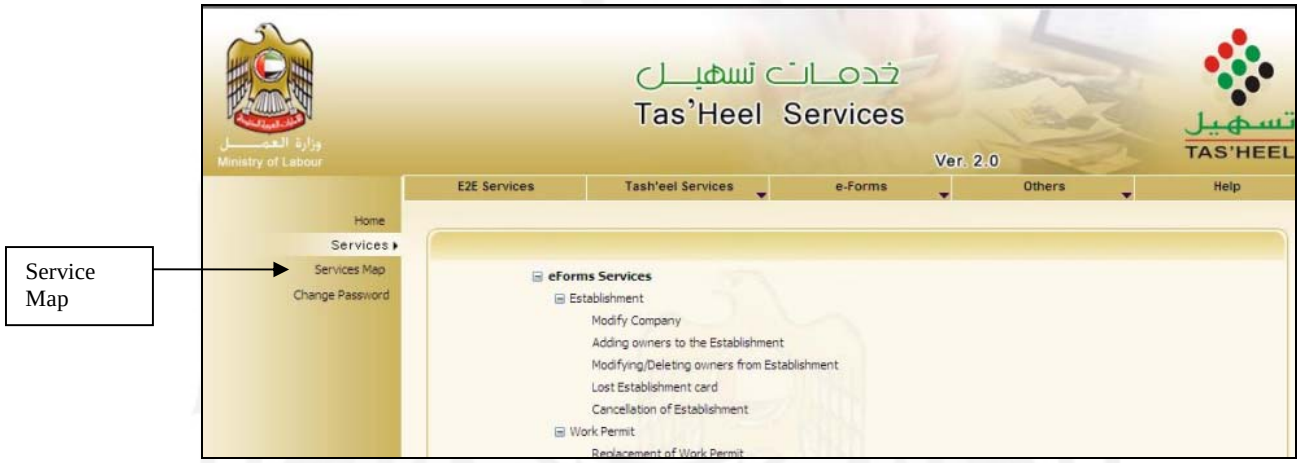
Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and the click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.

Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

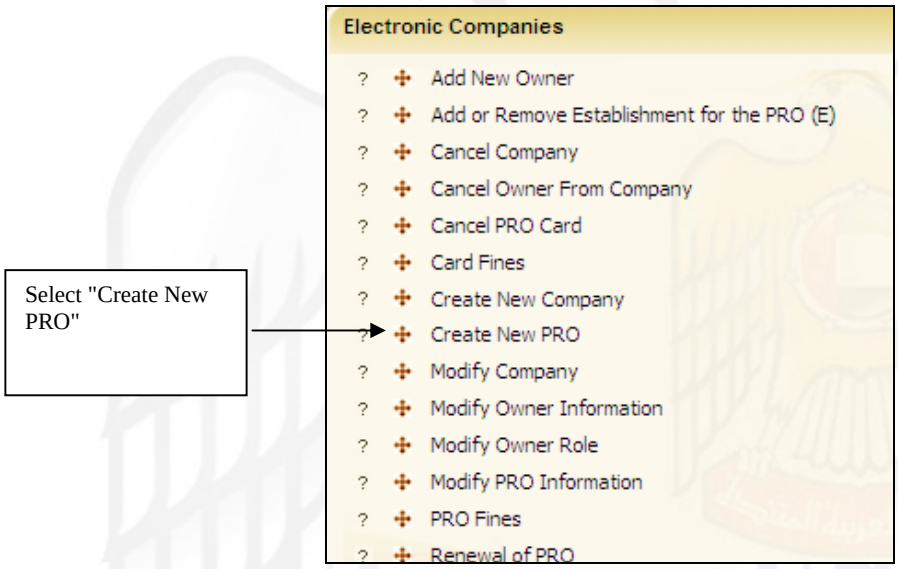
Create New PRO

Introduction

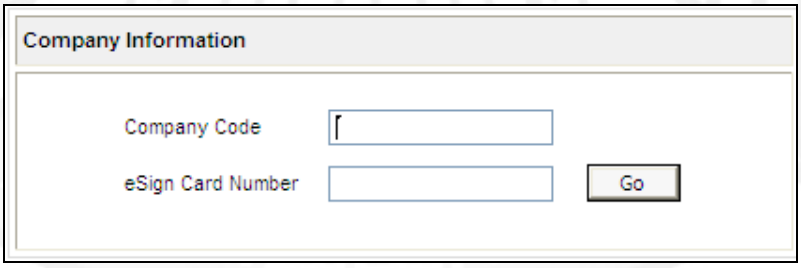
Create New PRO Service is use to apply for a new PRO for a company.

Functional Description

- Click on "Create New PRO".



- Enter company code for which a new PRO needs to be applied, company's owner eSign Card Number and press "GO".



- On clicking "GO" a form is displayed that needs to be completed.
- Complete the forms entering PRO's details.

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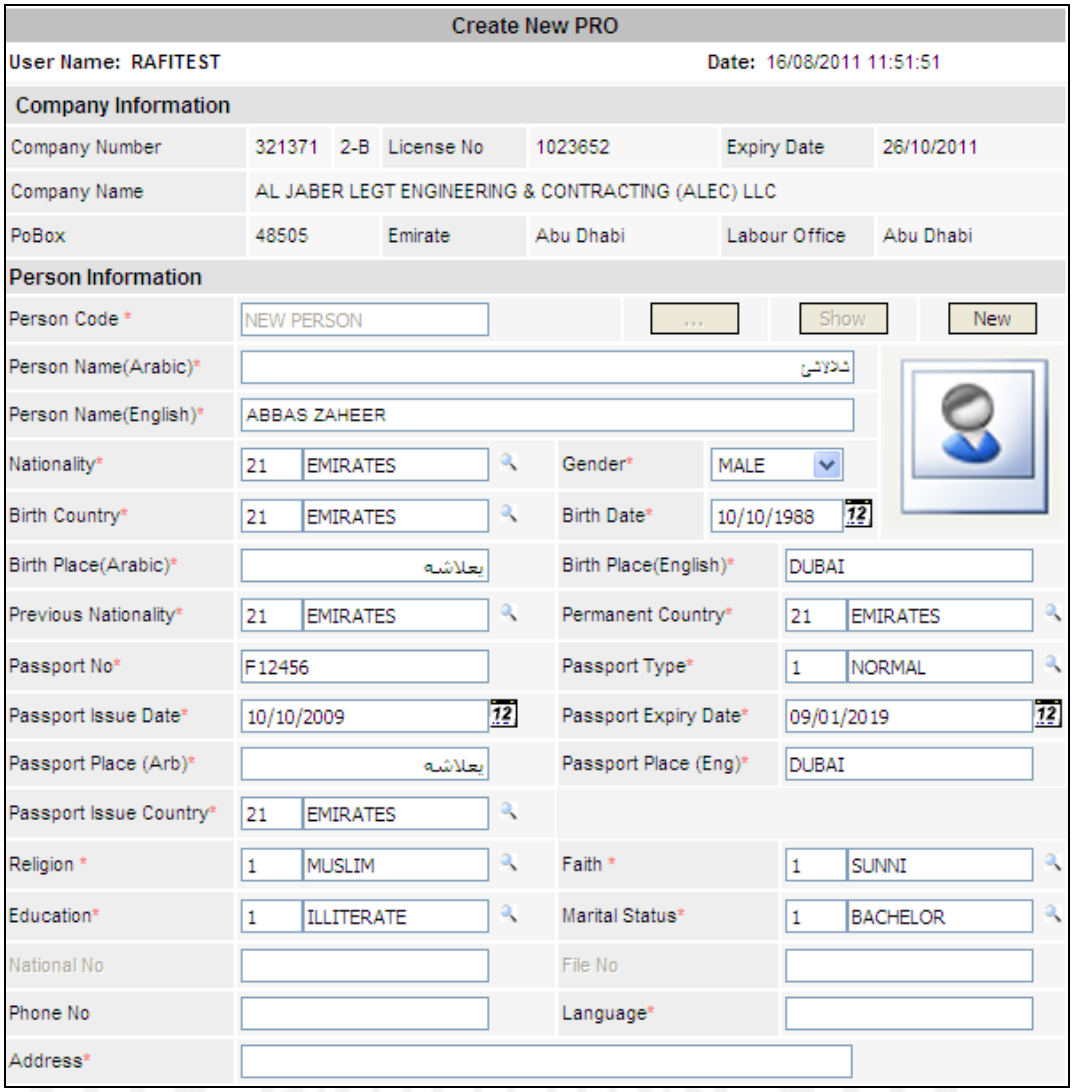
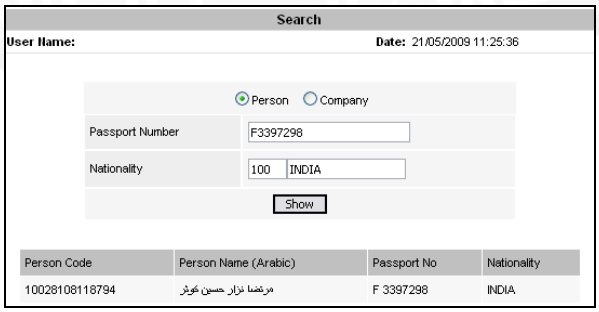
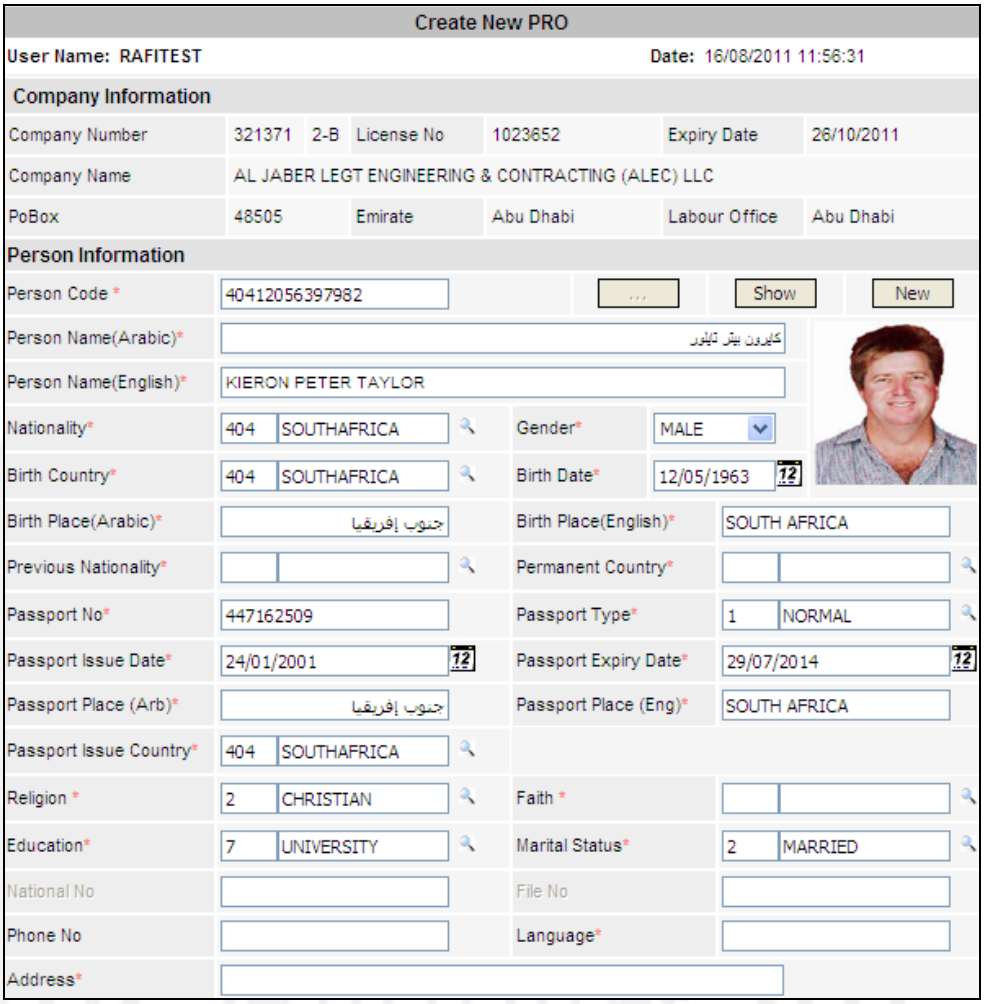

Create New PRO
User Name: RAFITEST
Date: 16/08/2011 11:51:51
Company Information
Company Number 321371 2-B License No 1023652 Expiry Date 26/10/2011
Company Name AL JABER LEGT ENGINEERING & CONTRACTING (ALEC) LLC
PoBox 48505 Emirate Abu Dhabi Labour Office Abu Dhabi
Person Information
Person Code * NEW PERSON ... Show New
Person Name(Arabic)*
Person Name(English)* ABBAS ZAHEER
Nationality* 21 EMIRATES Gender* MALE
Birth Country* 21 EMIRATES Birth Date* 10/10/1988
Birth Place(Arabic)* يعلاشه Birth Place(English)* DUBAI
Previous Nationality* 21 EMIRATES Permanent Country* 21 EMIRATES
Passport No* F12456 Passport Type* 1 NORMAL
Passport Issue Date* 10/10/2009 Passport Expiry Date* 09/01/2019
Passport Place (Arb)* يعلاشه Passport Place (Eng)* DUBAI
Passport Issue Country* 21 EMIRATES
Religion * 1 MUSLIM Faith * 1 SUNNI
Education* 1 ILLITERATE Marital Status* 1 BACHELOR
National No File No
Phone No Language*
Address*

- Enter Person code in Ministry of Labour and click on "Show".
- If user does not know applicants person code in Ministry of Labour, he can search by clicking on search button. ...
- To search for PRO information, enter passport number, nationality and click on show.

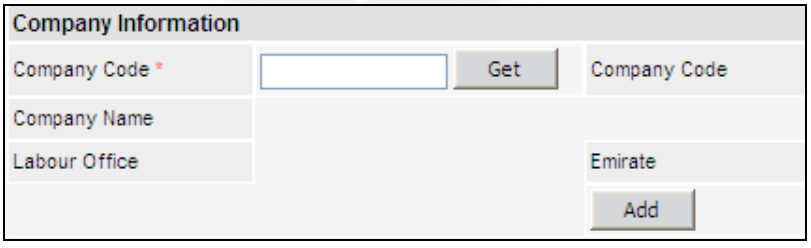


- If person is not registered in Ministry of Labour then choose " New".
- Fields with (*) are mandatory and needs to be filled.


Create New PRO
User Name: RAFITEST
Date: 16/08/2011 11:56:31
Company Information
Company Number 321371 2-B License No 1023652 Expiry Date 26/10/2011
Company Name AL JABER LEGT ENGINEERING & CONTRACTING (ALEC) LLC
PoBox 48505 Emirate Abu Dhabi Labour Office Abu Dhabi
Person Information
Person Code * 40412056397982 Show New
Person Name(Arabic)* كيرون بيتر تايلور
Person Name(English)* KIERON PETER TAYLOR
Nationality* 404 SOUTHAFRICA Gender* MALE
Birth Country* 404 SOUTHAFRICA Birth Date* 12/05/1963
Birth Place(Arabic)* جنوب إفريقيا Birth Place(English)* SOUTH AFRICA
Previous Nationality* Permanent Country*
Passport No* 447162509 Passport Type* 1 NORMAL
Passport Issue Date* 24/01/2001 Passport Expiry Date* 29/07/2014
Passport Place (Arb)* جنوب إفريقيا Passport Place (Eng)* SOUTH AFRICA
Passport Issue Country* 404 SOUTHAFRICA
Religion * 2 CHRISTIAN Faith *
Education* 7 UNIVERSITY Marital Status* 2 MARRIED
National No File No
Phone No Language*
Address*

Person

- Passport issue date should be less than today.
- Passport expiry date should not be more than today.
- National no. , file No. to be entered only for UAE National.
- I f the owner would like the applicant to be PRO for more than 1 of his own companies he can enter company number and get the company information.
- Click on "Add" to add the company.



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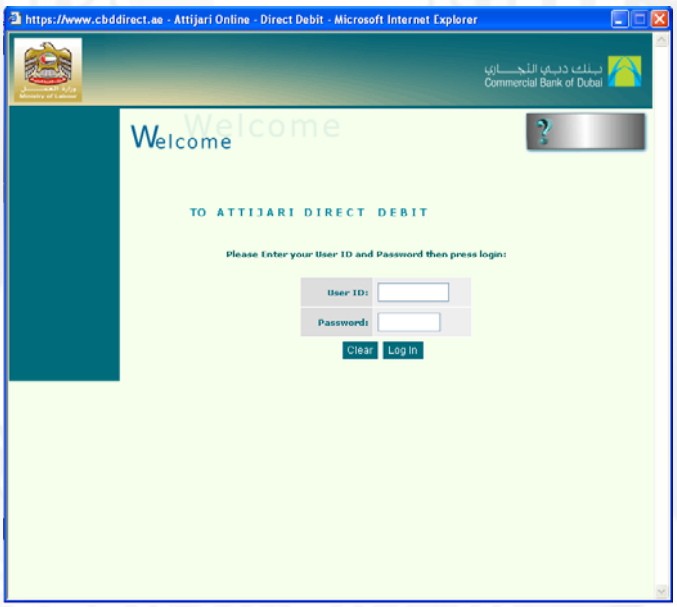
- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Scan and attach the following documents.

    1. Passport copies
    2. Applicants Photo.
    3. Any other supporting document

- Company Esign is required to complete this transaction.
- After scanning all the documents, click on "Save" to save the transaction. (Please note the save button will not be active till all the necessary documents are scanned and attached).
- On clicking on save you will receive a receipt which needs to be given to the customer.
- After save, you will be diverted to payment gateway where payment for the transaction should be made.


https://www.cbddirect.ae - Attijari Online - Direct Debit - Microsoft Internet Explorer
Commercial Bank of Dubai
Welcome
TO ATTIJARI DIRECT DEBIT
Please Enter your User ID and Password then press login:
User ID:
Password:
Clear
Log In

- On completion of payment you will receive a receipt which needs to be given to the customer.

MB090098652AE

التاريخ	:	09:53:05 21/05/2009
مكتب عمل	:	أبو ظبي
اسم المنشأة	:	الجابر للنقل والمقاولات العامة ذ م م
نوع المعاملة	:	تصريح عمل الكتروني

1. This is sample text for electronic work permit;
2.
3. في حالة تقديم بياناتٍ غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غراماتٍ قد تصل إلى 10,000 درهم للمعاملة الواحدة.

Note

Application with wrong information will be cancelled and dealt as per sanction of. laws. Fines up to 10,000 AED per application may be imposed

- تعليماتٍ وإرشاداتٍ -

- في إرفاق صورة الرخصة التجارية.
- في إرفاق صورة بطاقة اعضاء التواقيع.
- في إرفاق صورة كروكي موقع المنشأة.
- ختوم لتدبيس المعاملة
- في إرفاق صورة الجواز + الدخول المدني لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة اللياقة الصحية في أن تكون صادرة عن وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة عن المستشفيات و العيادات الخاصة ابتداء من 2007/11/01.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007.

- في تسليم المعاملة في وزارة العمل فقط وليس في البريد.

- في تقديم طلب نقل الكفالة للوزارة بعد أقصى خلال شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء هذه المدة.

Receipt